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CONNECTIOUT

SCHOOL REGISTER.

Dist no. 2

— 1901.

STATE BOARD OF EDUCATION, 1901-1902.

GEORGE P. MCLEAN, GOVERNOR, Simsbury

WILLIAM G. SUMNER, New Havon.

EDWIN O. KEELER, LIEUT.-GOVERNOR, Norwalk.

EDWARD D. ROBBINS, Wethersfield.

GEORGE M. CARRINGTON, Winsted.

WILLIAM H. PALMER, JR., Norwich.

Office, 42 and 44 Capitol, Hartford.

The law of the State, requiring the keeping of a register by every teacher of a public school, is given below.

This register is provided at the expense of the State, as the law directs, in order that the records of school attendance, etc., may be kept on a uniform plan throughout the State, and especially that the reports required of the various school officers may be accurately compiled. Completeness and accuracy in making the entries are of the highest importance.

At the close of each term the teacher is to deliver the register to the School Visitors, after having filled it out as the law requires. No salary can lawfully be claimed unless this regulation is complied with.

Registors will be sent to teachers or committees who wish to retain a duplicate of the record.

Extracts from Title 35, General Statutes.

Section 2135.—Each board of school visitors * * * * shall prescribe rules for the management, studies, classification and discipline of the public schools, and, subject to the coutrol of the State Board of Education, the text-books to be nsed; shall, as a board, or by a committee by them appointed, examine all persons desiring to teach in the public schools, and give to those with whose moral character and ability to teach they are satisfied, if found qualified to teach reading, writing, arithmetic and grammar thoroughly, and the rudiments of geography and history, and of drawing if required by the board, a certificate either authorizing the holder to teach in any district in the town so long as desired, without further examination, unless specially ordered, or to teach in any such district during the ensuing term only, or to teach only in a district therein named during such term; and if a person is examined in and found qualified to teach other branches besides those required in all cases, such branches shall be named in his certificate. They shall revoke the certificates of such teachers as shall at any time be found incompetent to teach or manage a school, or fail to conform to the requirements of the board; shall, if the town so direct, employ the teachers for all its public schools, after consulting with the several district committees; shall make proper rules for the arrangement, use and safe keeping of the district and high school libraries provided in part by the State, and approve the books selected therefor.

Section 2221.—No teacher shall be employed in any school receiving any portion of its support from the public money, until he has received a certificate of approbation signed by a majority of the board of school visitors, or by all the committee by them appointed; nor shall any teacher be entitled to any wages, so far as the same is paid out of any public money appropriated to schools, unless he can produce such certificate, dated previous to the opening of his school.

Section 2223 (as amended by Chapter XXI of Public Acts of 1895).—The teacher of every public school shall correctly keep the school register provided by the State in the manner and form required by the State Board of Education, and at the end of each school term and before said teacher shall leave such school, shall certify in writing to the correctness of the same, and immediately deliver the same to the secretary of the board of school visitors or town school committee or board of education of the town or district in which such school is located; and no teacher shall be entitled to receive any pay unless such register shall have been kept and certified during the time for which any payment may be made.

A supply of school registers for the year, and the blank forms of returns, are forwarded annually to the School Visitors. If the supply of registers or blanks is not received, or is insufficient for the year, the School Visitors are to apply to the Sccretary of the Board, Capitol, Hartford, stating the number and size of the registers wanted, or the number of blanks needed.

Mary Carpenter French Recard Dhers school teaching 1900 INFORMATION FOR TEACHERS.

ATTENDANCE.

The law reads as follows:

All parents and those who have the eare of children shall bring them up in some honest and lawful employment, and instruct them or cause them to be instructed in reading, writing, spelling, English grammar, geography, and arithmetic. And every parent or other person having control of any child over seven and under sixteen years of age shall cause such child to attend a public day school regularly during the hours and terms while the public school in the district wherein such child resides is in session, or while the school is in session where provision for the instruction of such child is made according to law by the board of school visitors, town school committee, or board of education of the town in which the child resides; unless the parent or person having control of such child can show that the child is elsewhere receiving regularly thorough instruction during said hours and terms in the studies taught in the public schools. Children over fourteen years of age shall not be subject to the requirements of this section while lawfully employed to labor at home or elsewhere. But this provision shall not be construed as permitting such children to be irregular in attendance at school while they are enrolled as scholars, or to exempt any child who is enrolled as a member of a school from any rulo concerning irregularity of attendance which has been enacted or may be enacted by the town school committee, board of visitors, or board of education having control of the school.

LABOR.

No child under fourteen years of age shall be employed in any mechanical, mercantile, or manufacturing establishment.

Any person who shall employ any child under fourteen years of age during the hours while the school which such child should attend is in session, and any person who shall authorize or permit on premises under his control any such child to be so employed shall be fined not more than twenty dollars for every week in which such child is so employed. Certificates of age should always be obtained if children are over thirteen and under sixteen years of age.

Teachers and school officers ought not to issue attendance certificates to children who desire to be employed. The only condition of employment is that they are fourteen years of age.

Parents must give correct ages to teachers to be recorded on pages 2-5.

If children were not born in the United States, and have not attended school in this State, the parent or guardian must have the date of birth recorded by the town clerk or registrar of births.

Certificates of age may be called for and run as follows:-

CERTIFICATE OF AGE

This Certifies, That it	appears in the register of the	School in the	District
of the Town of	for the	Term of 190 that	
was years and n	nonths old on the day of	190	
•	Signed,		-
Dated at	on this day of	190	

Blanks for these certificates will be furnished on application to the Secretary of the State Board of Education or its agents.

CHARLES D. HINE, Secretary.



SUMMARY IS ON LAST PAGE

DIRECTIONS.

1.— Record the date of the beginning and oud of each term, and give the name of teacher, by filling in the blanks at top of pages 6, 7, etc.

2.-Write the date of Monday of each week.

3.—When a scholar enters school record the name, ago and date of last birthday at once in the proper spaces on the attendance pages, 6, 8, etc. If a scholar enters after the beginning of the term, draw a line from the name to the date of entrance (thus:_____).

4.—At the opening of each session, call the roll, either audibly or mentally. Note every absence by a short perpendicular line in the space opposite the name and under the proper date. A line in the upper part of the space thus: should indicate absence in the morning session. A line in the lower part of the space, thus: should indicate absence in the opening of a session, indicate the tardiness by crossing the absence mark thus: for the morning, or thus: for the afternoon. If a pupil is dismissed before the close of the session it can be indicated thus: for the morning, or thus: for the afternoon. A blank space indicates that the scholar was present.

In the last column "S" of each week put the summary for the week.

5.—If a scholar leaves school before the close of the term, make a star, thus:

at the date of leaving, and on the same line state the cause of leaving, if known.

Transfers to other schools should be carefully noted.

6.— On page 1, record the names of the School Visitors and Committees, and list of text-books prescribed by the Board of School Visitors.*

7.—On the attendance pages, 7, 9, etc., at the close of the term, count and record in the columns at the right the number of days each scholar has been present and tardy.

8.—Especial care should be taken to obtain age and date of last birthday.

9.—On pages 2, 3, otc., enter the name and age, with date of last birthday, of every scholar who has attended during the term, (though he may have been present a half-day only), and the name of his parent or guardian. This entry should be made as soon as the child enters school. For any term after the first of school year, enter here only the names of those scholars who did not attend during a previous term. Each name should appear on these pages, but should be entered once only for the year. Mark in the columns headed "Fall Term," etc., the number of days' attendance each term, and the total for the year.

10.— Note that a certificate at foot of page must be signed every month.

11.- Fill all the blanks on the last page.

12.- Schools which have Record Books of their own can use them instead of this, provided they include all the items required.

Names OF School VISITORS: R. E. Webster Loward Barber Gw. Gwne Elem C. Borth Henry Borth Lown B. Borth	Text-Books PRESCRIBED BY BOARD OF SCHOOL VISITORS: Rank's Georgrafshy Montgomery's Bustory Dippinicotts Reader's Our Language
NAMES OF COMMITTEE:	
Mr Frank Gordan.	

See Directions on First Page, No. 9.

A record of the number of different scholars registered in the school year, with summary of attendance.

Great care should be given to ascertaining names of parents and actual ages of children. This register is a legal record of the ages of children.

Num- ber.		AC	IE.			ATTEN	DANGE	(
	NAMES OF BOYS.	Yrs.	Мов.	Date of last Birthday,	Fall Term.	Win- ter Term.	Sum- mer Term,	Total in the Year,	NAME OF PARENT OR GUARDIAN,
1	Tred Harman	12	9	Dec: 13	34			Mary and in	Thomas Harman
2	George M. Horton	13.	7	Feb. 14	47				Emmond B. Horton
3	Ralza E. Horton	9	Ш	Sept 30	36				.,
4	, ·	12	7	Feb. 29					Calvin Esterbrook
5	John H. Esterbrook	9	5	april 11	31/2			,	Calvin Esterbrook
6	Raymond R Esterbrook	1	2						11 /1
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The names and ages of children given above were obtained from the parents whose names are also given.

Attest: Mary D. Carpenter reacher.

See Directions on First Page, No. 9.

A record of the number of different scholars registered in the school year, with summary of attendance.

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Num- ber		· A	GE.			ATTEN	DANCE		
ber,	NAMES OF GIRLS	Yrs.	Mos.	Date of last Birthday.	Fall Term	Win- ter Term.	Sum- mer Term	Total in the Year.	NAME OF PARENT OR GUARDIAN
1	myte m. Davidson	7	8	Jan. 22	37/2			,	Eva a. Davidson
2	Edith G. Horton	7	4	may.31	37/2				Emmond B. Horton
3	Cuella D. Perry	9	11	Oct 8	36%				Musi. J. Perny
4	Birth S. Kendall.	9	3	June 20	39				Mr. n. Lawson
5.	Chartines miller	8	9	Dec. 25					Mrs. J. Ethridge
6	Mary L. Esterbrook	14	0	Sept 14	21				Calrin Esterbivok
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The names and ages of children given above were obtained from the parents whose names are also given.

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Attest: Mary 10 Carpenler reacher.

See Directions on First Page, No. 9.

A record of the number of different scholars registered in the school year, with summary of attendance.

Great care should be given to ascertaining names of parents and actual ages of children. This register is a legal record of the ages of children.

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ber.	NAMES OF BOYS.	Yra.	Мов	Date of last Birthday,	Fall Term,	Win- ter Term,	Sum- mer Term.	Total in the Year.	NAME OF PARENT OR GUARDIAN.
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See Directions on First Page, No. 9.
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Great care should be given to ascertaining names of parants and actual ages of children. This register is a legal record of the ages of children.

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	ber.	16	NAMES	OF GIRL	.s. "	 Yrs.	Мов.	Date of last Birthday,	Fall Term	Win- ter Term.	Sum- mer Term.	Total in the Year,	NAME OF PARENT OR GUARDIAN.
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The names and ages of children given above were obtained from the parents whose names are also given.

Attest:

Teacher,

Record of attendance in the

No. 2 district, for the tell commencing September 5

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	3	John 76. Esterlando 9	1 1		
	4	Fred Harman 1			
	5	Edith G. Worton.	7 4 May 31	1 2 51 51 51 51 7 5 7 5 5 5 5 5 5 5 5 5 5 5	
	6	George M. Horton 1:	3 7 Feb. 14	112 5 5 5 7 15 1 2 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	+
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many Carpenter reacher.

Teacher.

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..... Teacher.

Teacher.

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Saturday column of each week.

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Saturday column of each week.

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..... Teacher.

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Saturday column of each week,

TEACHERS' REPORT.

[The small figures 1, 1, 2, 4, 6	refer to the netos helnw.
Length of Fall Term in weeks, / 2. in days,	Average attendance, Fall Term,
Winter a a minimum to the state of the state	Winter "
11 Summer " " " " " " " " " " " " " " " " " " "	" Summer !
Number of school weeks in your, 3.6. School days in year	Wages of teacher per month, Fall Term,
Whele number of scholars in Fall Term,	Winter (1
Winter "	Summor " Sum
" " Summer "	Number of daily class recitations, Fall Term,
Number of different schelars registered in the year, 2 ' . ' '	Winter "
Number of these registered in other schools of the town, ³	" II " " Summor "
Aggregate attendance in days, Fall Torm,	Beoks of Reference,
Winter "	" Volumes in Library, .
" " Summer "	Mapa, Trumper adias Alacero Worth & South Lineage and Uf

same school, a list giving the names of such scholars should be furnished to the School Visitors, that the same school, a list giving the names of such scholars should be furnished to the School Visitors, that the same school may not be counted twice by them in their annual return of the "whole number of scholars" attending school. Careful liquiry should he made whenever pupils outer at my other time than the first of school year.

4. The appropriet attendance is the whole unmber of days that nil the school was closed because they were legal holidays, or because of Tenchers' Institutes or other educational nectings, it is quotient will be the "average attendance."

If any scholar has been present less that ten days during the term, such school as not to be regarded as an attendant; and the number of days be was present is not to be consisted to scarce things the present less that ten days during the term,

counted in ascertaining the aggregate or average attendance.

Tenchers are desired to be accurate to the vorted and the accurate to the counted in ascertaining the aggregate or average attendance.

Tenchers are desired to be accurate to the record of attendance, and in computing the average attendance. If fractions are given, let them always be declimate.

5. When tenchers provide their own board, no notice is to be taken of it in giving the wayses per month; but when it is furnished by the District, or by individuals, its value is to be added to the wages. That is, lookude in the answer, all received as compensation for services, whether mency or board, estimating the value of the board in money.

The result thus obtained is the average attendance of the whole number of scholars who have been members of the school at any time during the term, except those excluded by direction of No. 3 above. It is the result to be returned by the School Visitors (added to similar averages of other schools) to the Scoretary of the Board, and is desired in order to show the extent of absencedam from the Public Schools.

If the School Visitors despite to have ascertained the average attendance of the number belonging to the school can work of the term, such an average may be reported by the tencher, when requested by the visitors. It would show the rank of comparative merit, in respect to attendance, of the several schools of the same town; and if exhibited in

the Annual School Report, would be useful and deserved testimony of merit for the encouragement of teachers and scholars.

Teacher will enter below, the names of school officers and other visitors and the date of visits.

NAMES.	
Sept. 9 Roy Porter Oct. 17 Mr Trank Gordan Sept 12 Grace Cl. Curtis. "17 Mrs Frank Gordan Oct. 12 Grace & Barrett Oct. 19 Morta Vilan Carpenter	
Defet /2 Grace Cl. Curtis. 17 Mrs Frank Gordan	
Offit 12 Grace & Barrett Oct 19 Maria Giban Carpenter	
Dept. 16 Mrs Dewis Garring love, 19 Miss Hatter Morse	The state of the s
16 Myra Harrington Oct 25 Mier Louise Crawford	
Dept 17 M. Ib. G. Barber V.G 25 miss Etta Underwood	
17 Mr. Walter Barrett. 25 mrs Thomas Harina	n i majarti i daga ka
Sept 19 Mr. Charlie Morse 28 Mr. Thomas Harmen Sept 19 Miss Lyonise Bush Oct 31 mr Willie Lournan	
Sept 19 Miss Louise Bush Oct 31 mr Willie Houman	75 - 3 - 4 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
19 Muss Belen Baldwin 131 Mr. alongo Underwood	
Sept 20 Mr. George Engals 31 Miss mary & auxon	
Sept 20 Miss Louise Bush 1. 31 Mr. No wald Barber	
23 Mr. Willie Curtis " 31 mrs Howard Barbin	
Sept 30 Miss Helly Willer nort mr Howard Barber	
Oct. 1 Mr. W.O. Pates 14 mrs Dewis Havington	
Oct. 4. Mer. Harrey Daweon : 14 miss myra Harrington	
Mr. Frank Gordan Nov. 19 Mr. W.S. Simmons	
Oct. 8 Mrs John Ethridge 19 Mrs Howard Barber	
" I Mrs Dings to wheth 19 mis Homard Barber	
"I Must Duy to wheth 19 mis Howard Barbar." I Master Offile Howleft, wo me Frank Gordan	
Mas Charles of aller of white Mus Charles Caserriva	
I Miss Chlor Extention 22 Miles Willia Willen	
" 8 Mrs Burden	
11 8 Miss Hellon Miller	

^{1.} Give the time the school has actually been in session, exclusive of vacations, but including legal holidays which occurred on school days. Also include days ylien the school was closed on account of Teachers' Institutes or other educational meetings. Since the amount in weeks, nise in days, c. g., 14 weeks or 70 days.

Pages 2, 3, 4 and 5.

If scholars are transferred during the term or year from one public school in the town to another in the same town, or to and from one department to motion of the.

Examination of Teachers.

SECTION 2222.—The State Board of Education may, upon public examination in such branches and upon such terms as it may prescribe, grant a certificate of qualification to teach in any public school in this State, and may revoke the same; such certificate may be accepted by any board of school visitors or board of education, in lieu of examinations now prescribed by law.

The certificate of qualification to teach, issued under Section 2222 of the General Statutes, shall be accepted by boards of school visitors, boards of education, and town school committees, in lieu of the examination required by Section 2135 of the General Statutes.

Examinations will be held in any town upon request of board of visitors or town school committee.

SCHOOL LIBRARY GRANT.

By the law of the State, the sum of ten dollars is appropriated from the State Treasury, as the first installment to every school district which raises a like amount for the purchase of library or apparatus; and the sum of five dollars is appropriated every subsequent year, on condition that the district raises a like amount for the current year.

SECTION 2218.—The Treasurer of the State, upon the order of the Secretary of the Board of Education, shall pay ten dollars to every school district, and to every town maintaining a high school, which shall raise by tax or otherwise a like sum for the same purpose, to establish within such district or for the use of such high school, a school library, composed of books of reference and other books to be used in connection with school work, and to procure maps, globes, or any proper philosophical or chemical apparatus; and the further sum of five dollars annually, upon a like order, to each such district or town which has raised a like sum for the current year, for maintaining or replenishing such library or apparatus. And if the number of scholars in actual attendance in any such district or high school exceeds one hundred, the Treasurer shall pay ten dollars in the first instance, and five dollars annually thereafter, for every one hundred or fractional part of one hundred scholars, in excess of the first annalred. The expense incurred by any district in accordance with the provisions of this section, may be reckoned among its incidental expenses, and be defrayed in the manner provided in this title for such incidental expenses.

SECTION 2219.—The selection of all books and apparatus to be purchased shall be made or approved by the board of school visitors, which shall also prescribe the rules for their management, use and safe keeping.

Public Acts, 1889, Chapter 17: The joint board of selectmen and school visitors in each town shall have power to appropriate money for the purchase of books and apparatus to be used in the public schools of the town. The money thus appropriated shall be expended by a committee on libraries and apparatus, which shall be annually appointed by the school visitors, to whom the treasurer of the town shall pay such money upon the written order of such committee. The Treasurer of the State upon the order of the Secretary of the State Board of Education shall annually pay the said committee five dollars for every public school within said town, and if the number of scholars in any public school within the town exceeds one hundred, the Treasurer shall annually pay to said committee five dollars for every one hundred scholars and fractional part of one hundred scholars in actual attendance at such school; provided, however, that no greater amount shall be paid to such committee by the State than is paid during the same year by the town for the same purpose; and further provided, that any amount paid by the State under Section 2218, of the General Statutes, to any district or for any high school within said town shall be deducted from the amount payable under this act. The books and apparatus purchased under the provisions of this act shall be and remain the property of the town, and under the care and control of the said committee on libraries and apparatus.

When a town constitutes one district, the law is as follows:

SECTION 2202.—Every such town shall be entitled to receive from the State annually, and upon the conditions prescribed for school districts, for the purposes of school libraries, a sum not exceeding the aggregate amount which the former districts of said town might have received in like circumstances.

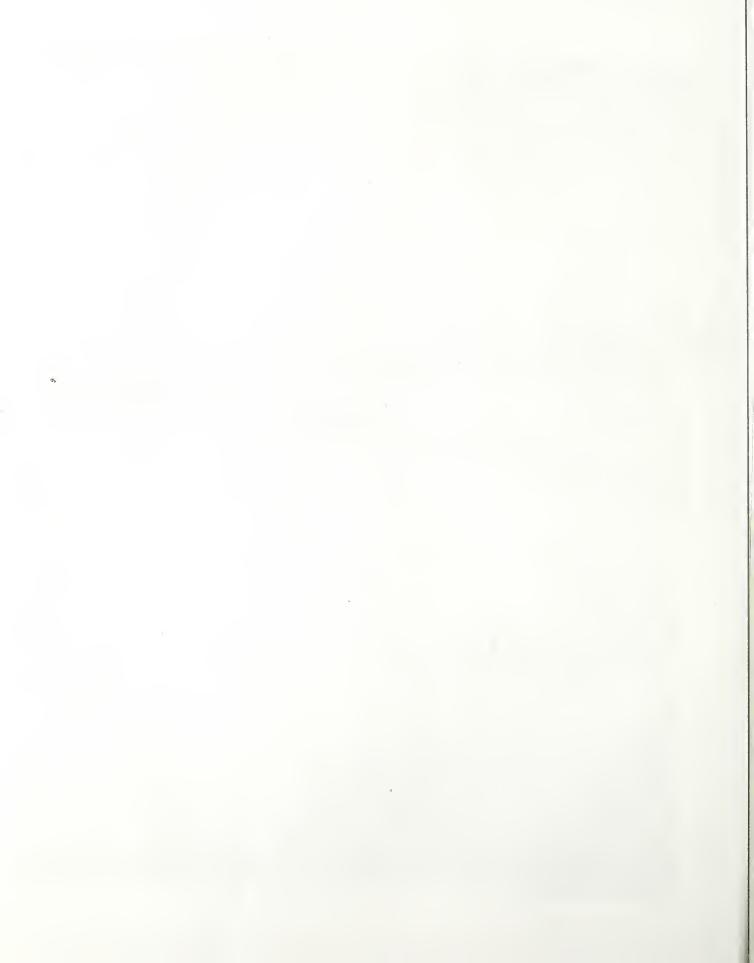
The words "actual attendance," in the second sentence of Section 2218, are construed as meaning the whole number of different scholars registered in the public schools of the district within the twelve months previous to the date of the application for the State appropriation.

A check for the amount due any district will be sent to every committee who complies with the conditions of the law. Towns or districts desiring to avail themselves of this privilege should therefore send to the Secretary of the Board of Education a certificate corresponding to the requirements of the case, as directed by the school law. Blank certificates are furnished by the Secretary upon application.

The money thus raised and received by the district must be expended for books and apparatus approved by the School Visitors of the town. If a library committee has been appointed by the School Visitors, this committee purchases the books. (See law of 1889 above.)

In drawing library money under the above acts, the library year coincides with the calendar year.

The State Beard of Education will send lists of books suitable for school libraries and will gladly assist committees and teachers in the selection and purchase of books.







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